



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

October 17, 2005

Dear Superintendent/Administrator
Business Manager
NCLB Program Coordinator

RE: NCLB Update 06-01 - **by E-mail Only**

This is the first NCLB Update for FY06.

Please review the following information regarding:

- 1. LEA Core Data Contact – **to do NOW**
- 2. FY06 Application Notes from the Reviewers – **available NOW**
- 3. Training calendar
- 4. NCLB Consolidated LEA Plan Update –Update #1 - **due January 31, 2006**
- 5. NCLB Consolidated Performance Report – **due January and March**
- 6. NCLB 6-Year Cycle Monitoring – **due December 1**
- 7. Findings from federal monitoring in April
- 8. Teacher Loan Cancellation - repeat from NCLB 05-06

1. LEA Core Data Contact - Due to increasing printing and postage costs, all FY06 NCLB Updates will be distributed by e-mail and posted on the NCLB web page; they will no longer be sent by mail. E-mail addresses will be based on the entries of program contacts in the LEA Core Data Application accessed through the Common Logon. NCLB Coordinators who enter their contact information will receive direct e-mail copies of information that has been previously sent only to superintendents or charter administrators. It is the responsibility of the LEA to maintain the correct contact information. LEA Superintendents/Charter Administrators have default access to the LEA Core Data. They may choose to allow additional personnel at the LEA access to enter the information. Occasionally, the ADE receives a message that an e-mail has been rejected by the LEA's system. Please ensure your filters permit e-mail from the ADE.

2. NCLB Fiscal Application for FY06 - Changes to the NCLB Application are outlined in the directions packet that accompanied your grant notification. **Please review the directions carefully.** As noted below, your application is how you are funding the programs as outlined in your LEA plan, your professional development plan, and your school-level plans or program descriptions. The following are the most common omissions that our Education Program Specialists have seen as they review them for approval:

- Title I Set Aside Table
 - **Only Title I funds** should be recorded in any of the categories
 - **Totals in each category must match budget descriptions. Consider each set aside category as a program that could have several line items in the budget associated with it.**
 - If claiming indirect costs, include that amount in the Admin set aside box

- 5% for HQ PD is **only** for the program that supports Title I teachers/staff to become HQ by NCLB definition
 - Homeless set aside is REQUIRED; identify in the budget; refer to NCLB Doc Library at <http://www.ade.az.gov/asd/nclblibrary/> for suggestions on allowable expenses.
 - LEA programs – as outlined in the directions, this refers to LEA-wide programs for students **not part of a school program**, such as Title I preschool or summer school
 - Professional development – ADDITIONAL Title I PD funds used for your Title I staff – **do not** include Title II-A
 - Parent Involvement – be sure to identify all activities in your budget for parent involvement
 - Choice/Supplemental Services – Required for LEAs with schools in improvement
- More detailed explanations are required in the Budget Description Section of your application, including
 - Alignment of expenses to programs and goals of the LEA Plan
 - **Totals in each category must match budget descriptions. Consider each set aside category as a program that could have several line items in the budget associated with it.**
 - **Identifying Targeted Assistance and Schoolwide expenses in all programs**
 - Be sure to identify TA and SW schools at least once in your descriptions
 - Districts only: Identify services to private schools separately and for all programs – be sure consultation affirmations are on file at ADE
 - Identifying budget items that meet set-aside requirements
 - Professional development expenses should be identified by subject or other information that aligns to PD plan; differentiate between funds for teachers/staff to become HQ and other PD for Title I staff and the same for all staff under Title II-A.
 - Identify parent involvement activities, especially to meet the 1%
- An NCLB Budget Planning Tool (in Excel) is available in the NCLB Doc Library as a sample template for use in developing your NCLB Application. The ADE does not prescribe specific methods of maintaining the supporting documents for your NCLB projects, but we are offering this file as an example of some of the basic information you are required to maintain.

3. Training Calendar - This year's Mega Conference will be held November 15-17 at the Carefree Conference Resort. Registration is now available on the ADE web site through the Calendar of Events.

To address the focus of our programmatic training - Schoolwide Planning – Academic Achievement staff has held several SW trainings since July. We will resume SW trainings after the winter break. All schools that have SW programs or are planning to initiate a SW program will be required to attend the SW sessions. NCLB coordinators, county offices and other trainers will be able to offer the training once they have attended a session and received the materials. It is our intention that all current SW schools meet this requirement within the next two years.

Numerous other professional development opportunities will be offered in this upcoming year. Continue to check the Calendar of Events for subjects, dates and locations. LEAs with schools in improvement should watch for announcements of ASIP training (for the on-line school improvement plan available through IDEAL) from the School Effectiveness Division in November and December.

High School Renewal – The second HS Summit will be held in Prescott at the Prescott Conference Center on December 4 and 5. This summit will be focused on Personalizing Your School

Environment. An introduction to Breaking Ranks II - Strategies for Leading High School Reform will be given as a pre-conference workshop on December 4. On-line registration is available through the Calendar of Events.

4. NCLB Final Consolidated Plan Update #1 – We have had several requests to update approved Final LEA Plans, which shows that you are continuing to evaluate your programs and make changes accordingly. A separate Plan Update application will be created in Academic Achievement Reports in the Common Logon to allow changes to be made to your plan. You will enter the results of program evaluations and then any changes that were made to respond. Specific directions will be sent to all LEAs when the site is available. We anticipate a due date of January 31, 2006.

5. NCLB Consolidated Performance Report - The ED has released Part I and Part II of the Consolidated Report for public comment through the end of November. The proposed due dates for the ADE to submit are mid-February and April 1st. **Your due dates will be at least 30 days prior** and will be announced shortly.

6. NCLB 6-Year Cycle Monitoring – All of the 6-Year Cycle Monitoring packets for this year have been sent to all LEAs with Title I funds. Except for Cycle 4, all monitoring materials need to be submitted by December 1, 2005. AAD Education Program Specialists who are responsible for those LEAs that are in Cycle 4 – On-Site Visits are beginning to contact you to schedule those visits. About 50 LEAs have been contacted individually regarding missing submissions from last year's monitoring requirements.

7. Findings from federal monitoring visit – Last April a team from the ED visited 2 districts and a charter school plus the ADE to review the implementation of Title I-A, Even Start, Title I-D, and Homeless programs. Many of the changes to the data reporting that accompanies the FY05 and FY06 Completion reports and the FY06 Consolidated Application are the result of findings or recommendations from that visit. Most visible will be the changes in the Title I-D to a competitive grant to be opened in late October. The ADE is in the process of resolving all of the findings so that a final resolution report can be issued by ED.

8. Teacher Loan Cancellation Changes – This information appeared in the final FY05 Update letter and is repeated for those who missed it.

Did you know that your full-time teachers may be eligible for up to \$17,500 in federal student loan forgiveness for teaching five consecutive years in a designated "low-income" school? In addition to the \$5,000 loan forgiveness program, President George W. Bush added the \$17,500 loan forgiveness program for new borrowers (loans taken out between 10/1/1998 and 10/1/2005) who are highly-qualified and teaching secondary math, science, or special education. For complete details, please review the "Cancellation/Deferment Options for Teachers" on the following US Dept of Education/Federal Student Aid website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab=repaying>

To see if any of your schools are listed, select a school year from the website and it will list all the eligible low-income schools starting with 1997-1998. An eligible school must be located within a Title I school attendance area *and* have a demonstrated poverty level of 30% or higher. Teachers in non-profit, private schools are also eligible if the same criteria are met and if private school data was reported to ADE by the geographic school district.

ADE recently updated the list of eligible schools for 2004-2005 based on prior year SAIS and the consolidated state performance report data submitted by school districts and charter holders. ADE only assists the federal office to administer this program by verifying the list of eligible schools each year. ADE does not decide the terms of the federal loan forgiveness program. If your school is not listed and you believe it meets the criteria, please contact Jennifer Hughes at 602-364-1909 or jhughes@ade.az.gov.

All other questions regarding individual eligibility for the program and general questions should be directed to the Federal Student Aid office at 800-433-3243. Teachers need to contact their lender (e.g. university financial aid office) for the necessary forms.

Any of the Academic Achievement staff are available to respond to questions on NCLB issues. Please call or e-mail your assigned education program specialist directly or contact Marlene Miller at 602-542-

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7847 or mmiller@ade.az.gov . She will connect you with someone who can respond. For questions regarding federal school improvement connect the NCLB School Improvement Unit directly through Teresa Wolfe at 602-364-2065 or twolfe@ade.az.gov.

Sincerely,

Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities